

## **THE HAINES CHARITY ORDINANCE**

### **Introduction and Purpose**

The Haines Charity Fund came into existence with the passing of Mr. William T. Haines and his wife. Mr. Haines provided for the establishment of this Fund in his will as follows:

"From and immediately after the death of my said wife, I give and bequeath to the City of Waterville, Kennebec County, Maine, the sum of One Hundred Thousand Dollars, to hold in trust, however, for the following trusts:

- (a) Said fund shall be known as "The Haines Charity".
- (b) Said fund shall be kept invested in such securities as the Savings Banks of Maine are authorized to invest in, and in no others.
- (c) Said fund is to be administered by the Municipal Officers of said Waterville, but not by the Overseers of the Poor, as such, and not by the Poor Department of said City.
- (d) The income from said fund is to be used annually for the relief of such poor, destitute and unfortunate women and children as are not paupers but are in need of financial assistance. My suggestion is that such relief from this fund be granted on recommendation of the Associated Charities of said Waterville or on recommendation of The Woman's Association of said City, or on recommendation of both, provided the same are in existence at the time."

### **Fund Administration**

A Committee, known as the Haines Charity Committee, of three (3) citizens shall be appointed by the Mayor, and confirmed by the Council, for three (3) year terms, to review all requests for assistance.

The Committee shall meet as required after notice from the City's Health and Welfare Director (Director). The Committee may, from time to time, establish guidelines for the distribution of Fund monies provided said decisions are substantially in keeping with the terms of the Trust and not in conflict with State/Federal laws.

The Health and Welfare Director shall be the person responsible for ensuring that requests for assistance are processed in a timely manner. The Director will also work with the Committee to review such requests and ensure that decisions made (approvals or denials) are recorded and kept in a confidential manner as with other General Assistance matters.

It will be the responsibility of the Waterville City Council to determine, on an annual basis, the maximum monthly expenditure allowed from the earnings of this Fund. Until otherwise stated by the Council, said maximum shall be \$1,500/month. The Committee may, by unanimous vote, exceed this monthly maximum. In such cases, the City Council shall be notified in a timely manner of the total amount expended and for what purposes.

### **Fund Investment**

Investments of Fund proceeds are the responsibility of the City's Finance Director. The Finance Director shall ensure that said Funds are segregated from other City funds in a manner so as to be able to clearly identify income earned.

As with other City investments, the Finance Director shall ensure that the first priority with investment of Haines Charity Funds is the protection of the principal.

### **Annual Reporting**

The Finance Director shall report to the City Council on an annual basis regarding income earned from the Fund and expenditures approved. Reporting of Fund disbursements can be in a summary basis without disclosure of the identity of the recipients.

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A blue, stylized stamp with the word "APPROVED" in all capital letters, featuring a slight shadow effect.

Waterville City Council  
March 6, 2007